

FY 2003-04
GOVERNOR'S DISCRETIONARY GRANT APPLICATION
APPLICATION INFORMATION/TIPS

DON'T

- Do not use the “back” or “arrow” buttons (could lose information)

DO:

- As Project Director, write down your password.
 - Print out the “Add Users to GDG” page for future reference on access codes/information
 - Prepare budget detail and summary pages prior to entering on system
 - Prepare application questions in Word, then transfer into the application
 - Before the Authorizing Office submits the GDG Application, proofread and check the error button. Authorizing Official cannot submit until error button shows no errors.
-

Users:

- **Project/Program Director**
 - Write GDG Application
 - Assigns Users to the system
- **Financial Officer**
 - Completes budget summary, budget detail, and budget narrative
- **Authorized Official**
 - Submits GDG Application only
 - No password needed
- **Grant Writer**
 - Writes GDG Application
- **Reviewer**
 - Can view the GDG Application Only

Important Buttons:

Click on the following buttons when writing each page of the Application

- **Help** – for further information
- **Save** – each page to retain information
- **Errors** – check each page, then edit if error occurs

Internet Connection for GDG Application:

www.michigan.gov/MAGIC

Office of Drug Control Website: www.michigan.gov/mdch

Then click: Mental Health & Substance Abuse

Then click: Drug Control & Substance Abuse